

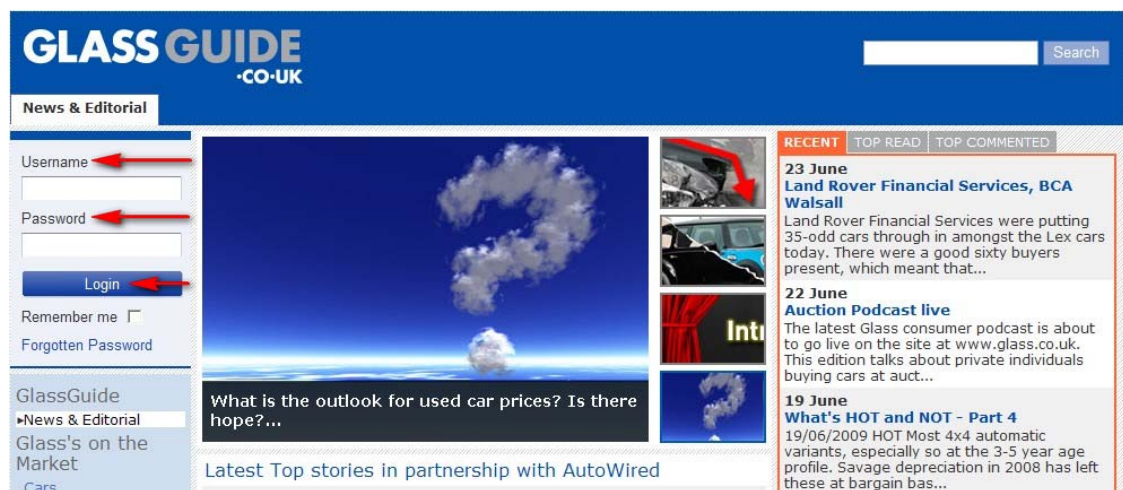
GlassNet FUXU User Manual

Welcome to GlassNet Radar, the online valuation tool.

1. Quick Start

Login:

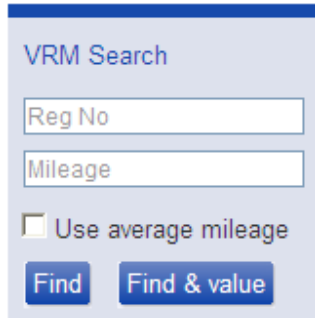
Let's take a look at the application. The first thing you'll need to do is login at www.glassguide.co.uk. Simply enter your username and password in the spaces provided.



GlassGuide.co.uk is the essential dealer site that provides a wealth of information including:

1. Up to date information on what's happening in the automotive industry such as mid-month/segment movements and market commentary
2. In-depth news and analysis
3. Unique accessibility to interact with Glass's editorial team

VRM Search:

A screenshot of a web form titled "VRM Search". The form has a light blue background. It contains two text input fields: "Reg No" and "Mileage". Below these fields is a checkbox labeled "Use average mileage". At the bottom of the form are two buttons: "Find" and "Find & value".

VRM Search

Reg No

Mileage

☐ Use average mileage

Find Find & value

Once you have logged in, to get started quickly:

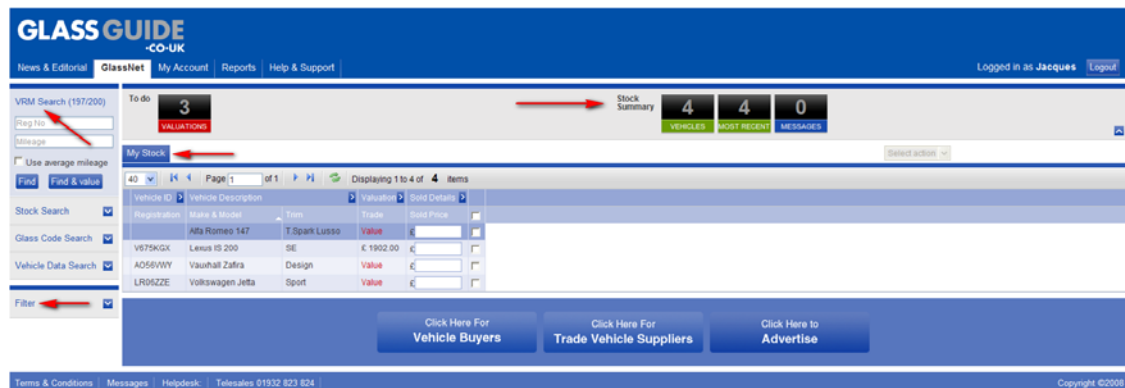
- Go to the VRM Search area
- Enter the vehicle's registration number
- Enter the vehicle's actual mileage
- If you do not have the actual mileage, you can tick "Use average mileage"
- Click "Find & Value"
- A vehicle profile will be created for the vehicle and you will be taken to the valuation result within the Value tab.

Complete User Guide

1. Quick Start	1
Login:	1
VRM Search:	2
2. Homepage	4
Search area:	4
Dealer Dashboard:	5
Filter:	6
My Stock:	7
Display	7
Sort	8
Actions	8
3. Vehicle Profile	9
General tab:	9
Value tab:	10
Valuation result	10
Manufacturer Options	11
Dealer Adjustments	11
Damage Adjuster	12
Valuation Comments	13
Previous Valuations	13
Historical Valuations	14
Vehicle Profile footer	15
Valuing vehicles via other search mechanisms	16
Changes to data in the vehicle profile	16
Provenance Check tab:	16
History tab:	17
4. Reports	18
5. Dealer Management System Imports	19
6. Sending and Receiving vehicles between dealer sites	19
7. Help & Support	20
8. My Account and Messages	21
Dealer Profile	21
Usage	22
Preferences, Settings & Templates	23
9. General	24

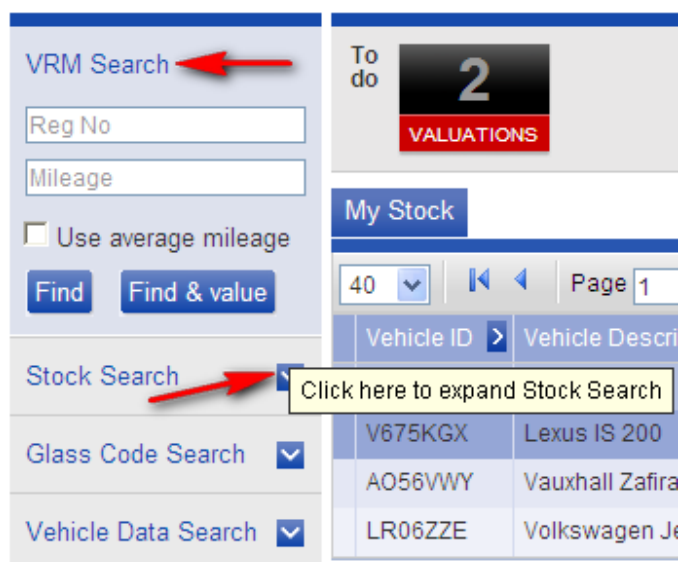
2. Homepage

After logging in, you'll be taken to the Homepage of GlassNet. This page consists of the **Search** area, the **Filter**, the **Dealer Dashboard** and **My Stock**.



Search area:

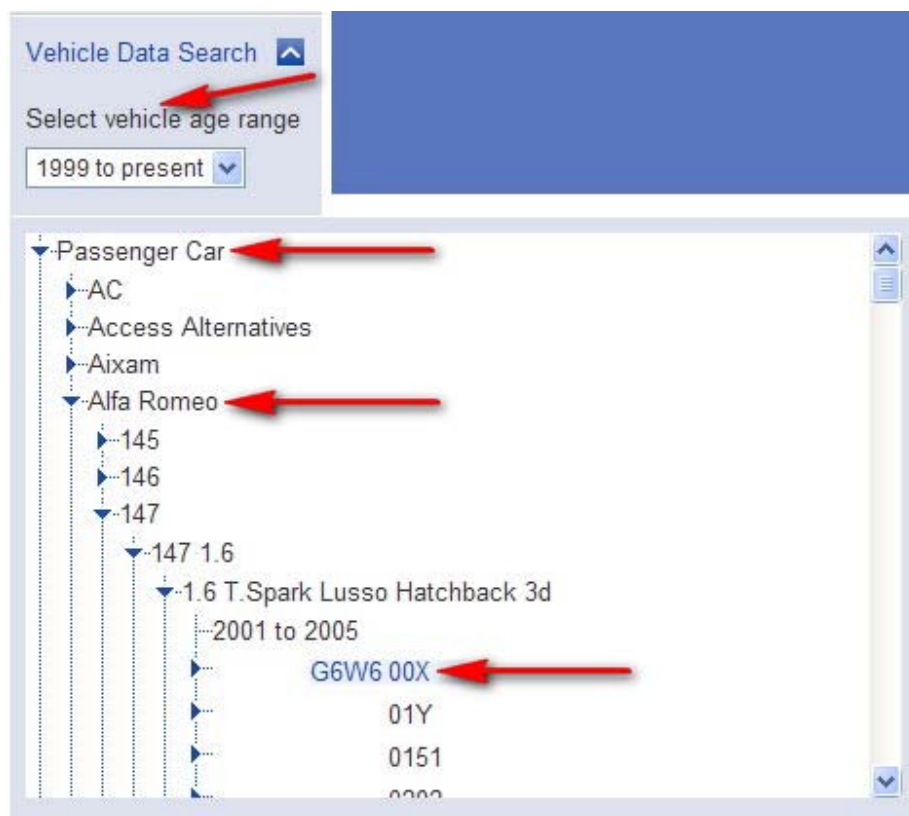
The Search area contains different ways of finding a vehicle. Primarily, you'll be using the **Vehicle Registration Mark (VRM) Search**. Enter the vehicle's registration number and mileage (or use the average mileage, if you don't have the actual mileage) and click "Find & Value". It's as simple as that.



If you give valued vehicles a stock number for your personal reference, these vehicles can be found using the **Stock Search**. Click the downward arrow to expand this section.

If you have the Glass Code (from the Glass's Guide) and the date of registration, you can also find vehicles using the **Glass Code Search**.

You won't always have the VRM for a vehicle. When this occurs, the **Vehicle Data Search** can be used to find the vehicle. Firstly, select the date range for your vehicle. Secondly, select the type of vehicle (Passenger Car). Then select the Make and Model etc until you get to the plate range for the vehicle. Clicking this last piece of data in the search tree will load the vehicle profile for you.



Dealer Dashboard:

The Dealer Dashboard contains the **To Do** list and the **Stock Summary**. You will be updated, in real time, on how many vehicles have not been valued (or need their valuation updated). This is also where you can keep track of your total number of vehicles and those that you recently amended here. Clicking these icons will refilter My Stock to show you only the vehicles that apply.

To do

4

VALUATIONS

Click here to view your vehicles that need to be valued

Stock Summary

4

4

0

VEHICLES

MOST RECENT

MESSAGES

Filter:

Filter My Stock to focus on certain makes and models, vehicle statuses e.g. Enquiry vehicles and/or stock for other sites in your dealer group.

Filter

Dealer Group

None

Dealer Name

Dashboard Items

All

Vehicle Status

All

Make

All

Model

All

Trim

All

Sort order

1

2

3

Clear

Filter

Remember to “Clear” filters when you want to view all your vehicles again.

The Vehicle Status dropdown box contains vehicle groupings that are removed from My Stock, to avoid confusing your stock list. Any vehicle that is deleted, marked as sold or added as an enquiry can be retrieved here.

Vehicle Status

All

All

Complete

Incomplete

Sold

Enquiry

Pre-registered

Deleted

My Stock:

My Stock is where your vehicles are listed.

Display

Each vehicle is displayed as a row, containing different columns for related data. The view is very flexible – you can expand or collapse columns, as well as picking the default column you'd like displayed when the column is collapsed.

My Stock

10 Page 1 of 1 Displaying 1 to 1 of 1 items

Vehicle ID	Vehicle Description	Valuation	Sold Details					
Registration	Make & Model	Trim	Trade	Difference	Retail	Private Sale	Disposal	Sold Price
V675KGX	Lexus IS 200	SE	£ 2175.00	£ 0.00	£ 3675.00	-	-	£

Click a vehicle row to expand the second level detail, which contains a library image. Click “Full Vehicle Details” to go to the vehicle profile.

My Stock

Select action

10

Page 1 of 1

Displaying 1 to 1 of 1 items

Vehicle ID	Vehicle Description	Valuation	Sold Details	
Registration	Make & Model	Trim	Trade	Sold Price
V675KGX	Lexus IS 200	SE	£ 2175.00	£



1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d
Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc.
Glass Code: LHKG, Introduced: March 1999

£ 21,295.00

Guide new price

83,000

Mileage

83,000

Avg. Mileage

Full Vehicle Details

You can also change how many vehicles are displayed in My Stock by selecting up to 40. Use the paging area to view the first/last and previous/next pages.

My Stock

10

10

20

40

Page 1 of 1

Displaying 1 to 4 of 4 items

Vehicle ID	Vehicle Description	Valuation	Sold Details	
No.	Make & Model	Trim	Trade	Sold Price

Sort

You can sort vehicles by clicking on any of the column headers (for example in the screenshot below, Make & Model). Each vehicle you hover over will be highlighted and also displays a tooltip containing the full vehicle description.

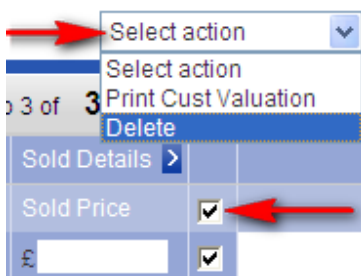
My Stock					
10	Page 1 of 1	Displaying 1 to 4 of 4 items			
Vehicle ID >	Vehicle Description >		Valuation >	Sold Details >	
Stock No.	Make & Model	Trim	Trade	Sold Price	
	Alfa Romeo 147	T.Spark Lusso	Value	£	<input type="checkbox"/>
	Lexus IS 200	SE	Value	£	<input type="checkbox"/>
	Vauxhall Zafira	Design	Value	£	<input type="checkbox"/>
	Volkswagen Jetta	Sport	Design 1.9CDTi (120ps) Design MPV 5d HLYK		

Actions

Click the red “Value” in the vehicle row to automatically value the vehicle. “Sold Details” can be entered directly into the vehicle profile via My Stock. This data can then be used in Reports to analyse sales practices and calculate profit.

Stock No.	Make & Model	Trim	Trade	Sold Price	Date of Sale	Sales Channel	
	Alfa Romeo 147	T.Spark Lusso	Value	£ 7000	01/07/2009	Retail	<input type="checkbox"/>

If you wish to delete multiple vehicles at a time, you can select the vehicles using the check boxes on the far right. The very top check box selects all vehicles. Ticking a check box activates the Select Action dropdown box, which contains the Delete action. You can also Print Customer Valuation Reports this way.



3. Vehicle Profile

Now that you have an overview of GlassNet Unlimited, let's take a look at the vehicle profile. A vehicle profile is created for every vehicle brought into GlassNet Unlimited via the search mechanisms. It contains a **General tab**, **Value tab**, **Provenance Check tab** and **History tab**. The registration number for this vehicle (if you have entered it) will show in the vehicle profile header.

General tab:

My Stock **V675KGX**

General | Value | Selling | History

1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d
Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc.
Glass Code: LHKG, Introduced: March 1999

£ 21,295.00 Guide new price | 83,000 Mileage | 83,000 Avg. Mileage

Vehicle Data

Registration no.: V675KGX | No. of previous owners: 1 |
Date of registration: 15/12/1999 | Insurance group: 12 |
Plate: V | Tax band: |
Mileage: 83000 | Date vehicle acquired: |
Mileage Status: Awaiting verification | Days in stock: -- |
VIN: JTDBS182X00036227 | V5: ☐ |
MOT until: | Service history: unknown |
Stock no.: |

Manufacturers Colour: | Exterior colour: | Exterior paint type: |
Manufacturers trim: | Interior trim colour: | Interior trim type: |

Technical Data

Standard Fit

Select action

Vehicle subject to a manufacturer approved programme ☐ Mark as completed ☐ Enquiry Vehicle ☐ Pre-registered Vehicle ☐

Save (incomplete)

The only fields in the General tab that are required when using GlassNet Unlimited are the “Registration no.” and “Mileage” (carried across automatically from the VRM Search, if one was done). The “Stock no.” field is more for your personal records.

The General tab also contains information about the vehicle that is very static. Glass's will return the Technical Data (e.g. CO2 emissions) and Standard Fit (e.g. Airbags).

Technical Data			
Engine type	6.Cylinder	Perm. Max. weight	n/a
Valves per cylinder	4	Pay load	0.000kg
Engine power	114kw/153bhp	Roof load	0.000kg
Engine size	1908cc	Trailer load undamped	0.000kg
Top speed	134mph	Trailer load damped	0.000kg
Drive type	Rear wheel drive	Boot capacity	n/a
Transmission	6.Speed, Manual gearbox	Fuel tank volume	0.01
Fuel type	Petrol	Fuel Consumption ECE	
Body type	Saloon	Urban	21.9MPG
No. of seats	5	Extra urban	36.2MPG
Wheelbase	2670mm	Combined	29.4MPG
Acceleration (0-60 mph)	9.5s	CO2 emission	229.0g/km
Seat height	n/a	Energy class	L
Kerb weight	1285.kg		
Standard Fit			
Central Door Locking (Remote)	Immobiliser		
In Car Entertainment (Radio/Cassette/CD Autochanger)	Anti-Lock Brakes		
Spare Wheel (Alloy)	Power-Assisted Steering		
Seating Capacity (Five Seats)	Body Coloured Bumpers		
Climate Control	Side Protection Mouldings		
Mirrors External (Electric/Heated)	Heated Front Screen		
Alloy Wheels (17in)	Front Fog Lights		
Alarm	Sunroof Electric		
Air Bag Side (Driver/Passenger)	Traction Control System		
Adjustable Steering Column/Wheel (Reach/Reach)	Air Bag Driver		
Seats Heated (Driver)	Air Bag Passenger		
Head Restraints (Front/Rear)	Centre Rear Seat Belt		
Seats Electric (Driver)	Armrest (Rear)		
Electric Windows (Front/Rear)	Spare Wheel (Full Size Alloy)		
Speakers (Eight)	Upholstery Cloth/Leather		
Deadlocks			

Value tab:

Valuation result

The valuation result in the vehicle profile Value tab is what you will automatically see centered on your screen when you do a VRM Search “Find & Value” for the first time. It gives you the date the valuation was done and then shows you the breakdown of the Basic Values for Trade and Retail, with a mileage adjustment. It also tells you what last month’s Basic Trade Value was and the difference between this month and last month’s Basic Trade Value.

My Stock **V675KGX**

General Value Selling History

 **1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d** £ 21,295.00 83,000 83,000
 Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc. Guide new price Mileage Avg. Mileage
 Glass Code: **LHKG**, Introduced: **March 1999**

Manufacturer Options

Adjustments

Damage Adjuster

Valuation comments

Valuation for 14th July 2009

	Trade	Retail
Basic Value	£ 2,150.00	£ 3,650.00
Mileage Adjustment	£ 0.00	£ 0.00
Extra Options	£ 0.00	£ 0.00
Dealer Adjustments	£ -273.00	£ -273.00
Adjustments Subtotal	£ -273.00	£ -273.00
Adjusted Value Total	£ 1,877.00	£ 3,377.00
This month Basic Value	£ 2,150.00	
Last month Basic Value	£ 2,175.00	
Difference	£ -25.00	

Previous Valuations Update Valuation Jun 2009 Get Historical Valuation

Select action

Vehicle subject to a manufacturer approved programme ☐ Mark as completed ☐ Enquiry Vehicle ☐ Pre-registered Vehicle ☐

Save (incomplete)

Manufacturer Options


At this point, if the vehicle is fitted with additional Manufacturer Options and you would like these included in your valuation, tick those options that apply and then click “Update Valuation” to see what effect the options have in the valuation result row labeled “Extra Options”.

Dealer Adjustments

In the same way, you can also add Dealer Adjustments for colour, damages and vehicle condition etc and click “Update Valuation”. The net effect of these is displayed in the valuation result row labelled “Dealer Adjustments”.

My Stock **V675KGX**

General Value Selling History

 **1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d** £ 21,295.00 83,000 83,000
 Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc. Guide new price Mileage Avg. Mileage
 Glass Code: **LHKG**, Introduced: **March 1999**

Manufacturer Options

Options

Select	Price	Description
<input checked="" type="checkbox"/>	£ 375.00	Paint Pearlescent
<input checked="" type="checkbox"/>	£ 2,100.00	Lexus Navigator System
<input checked="" type="checkbox"/>	£ 375.00	Metallic Paint

Adjustments

Enter any manual adjustments here to refine the valuation due to previous damage, vehicle condition, remaining MOT or for any special usage.

Colour: £ -100 Tyres: £

Damages*: £ -273 Special usage: £

MOT due: £ Other adjustments £

Vehicle condition: £ 100 Other adjustments £

* Can only be a negative adjustment

Damage Adjuster

Valuation comments

Add any value specific notes

Any comments entered here will be saved with the specific valuation and will not be carried forward to any future valuations.

Valuation for 14th July 2009

Damage Adjuster

This tool can be used to accurately calculate light damage on a vehicle. The "Labour Rate" can be set in "My Account – Preferences and Settings". Define the damage by first selecting the "Area" where it occurs, the "Part" affected, the "Type" of damage, the "Action" required to fix the damage and the number of "Instances". Click "+" to add this damage to the list below.

Damage Adjuster

Paint: Metallic/Pearlescent Labour Rate £ 20.00 + VAT per hour

Area: Select Part: Select Type: Select Action: Select Instances: +

Area	Part	Type	Action	Instances	
Front	Bonnet	Dented	Repair	1	Remove
Right Side	Front Door Right	Scratched	Refinish	1	Remove

[Calculate](#)

You can always “Remove” a row if you’ve added it in error. When you’re satisfied, click “Calculate” to get your answer. As can be seen below, each row of damage is addressed according to the repair/replace/refinish parts and labour cost, specific to individual make/model combinations, contained in our database.

Damage Adjuster

Paint

Metallic/Pearlescent

Labour Rate £ 20.00 + VAT per hour

Area

Part

Type

Action

Instances

+

Select

Select

Select

Select

Select

Area	Part	Type	Action	Instances	
Front	Bonnet	Dented	Repair	1	Remove
Right Side	Front Door Right	Scratched	Refinish	1	Remove

Calculate

Damaged Item	Replace hours	Replace £	Refinish hours	Refinish £	Panel hours	Panel £	Part £	Spec £	Paint £	Net cost £	VAT amount	Sub total £
Bonnet Dented	-	-	4.90	98.00	2.00	40.00	-	-	95.60	233.60	35.04	268.64
Front Door Right Scratched	-	-	4.70	94.00	1.00	20.00	-	-	95.60	209.60	31.44	241.04

Total estimated repair costs

£ 443.20 £ 66.48 £ 509.68

Net Cost VAT amount Total cost

This total repair cost for damage can then be entered into the “Dealer Adjustments - Damages” field.

Valuation Comments

Valuation comments can be saved against each valuation when “Update Valuation” is clicked. This helps you keep track of customer details or reasons for adjustments. This is particularly useful when viewing the “Previous Valuations”.

Previous Valuations

Click “Previous Valuations” to bring up the selection box containing date/time stamped valuations.

Previous Valuations

Update Valuation

Select previous valuation

Please select the valuation you wish to view

01/07/2009 16.56 added options

01/07/2009 16.56 added options

01/07/2009 16.55

24/06/2009 11.16

OK

When you select a Previous Valuation to view, you will not be able to change any details in the Value tab. The Value tab is read only and contains what was entered when this particular valuation was done. Click “Back to Current Valuation” to return to the latest valuation you have done.

Valuation from 24/06/2009 at 11.16

	Trade	Retail
Basic Value	£ 2,175.00	£ 3,675.00
Mileage Adjustment	£ 0.00	£ 0.00
Extra Options	£ 0.00	£ 0.00
Dealer Adjustments	£ 0.00	£ 0.00
Adjustments Subtotal	£ 0.00	£ 0.00
Adjusted Value Total	£ 2,175.00	£ 3,675.00
This month Basic Value	£ 2,175.00	
Last month Basic Value	£ 2,175.00	
Difference	£ 0.00	

Previous Valuations

Back to Current Valuation

Jun 2009

Get Historical Valuation

Historical Valuations

Historical valuations are a valuable way to track the valuation trend of a vehicle for the last 12 months. Select the month that you'd like to see the valuation for and click “Get Historical Valuation”.

Feb 2009

Get Historical Valuation

This returns a valuation based on the Glass's valuation data for that month and year, whilst still taking into account the same mileage, options and dealer adjustments currently entered in this vehicle's profile.

Valuation		
February 2009	Trade	Retail
Basic Value	£ 2,125.00	£ 3,625.00
Mileage Adjustment	£ -11.00	£ 0.00
Extra Options	£ 0.00	£ 0.00
Dealer Adjustments	£ -273.00	£ -273.00
Adjustments Subtotal	£ -284.00	£ -273.00
Adjusted Value Total	£ 1,841.00	£ 3,352.00

[Previous Valuations](#)
[Back to Current Valuation](#)

[Get Historical Valuation](#)

The historical month and year of this valuation is clearly displayed in amber. Click “Back to Current Valuation” when you’re done.

Vehicle Profile footer

Vehicle subject to a manufacturer approved programme ☐
 Mark as completed ☐
 Enquiry Vehicle ☐
 Pre-registered ☐

Select action
 Select action
 Mark as sold
 Print Cust Valuation
 Delete vehicle

[Save \(incomplete\)](#)

Sytner All Lexus Nationwide Click here for details

 Advertise here to buy cars 01932 823 841
 TipsTrade Will Underwrite This Car

Each vehicle profile contains a “Select Action” dropdown box. Selecting “Mark as Sold” will remove this vehicle from My Stock and place it in the Vehicle Status Filter as Sold Vehicles.

Select action
 Select action
 Mark as "unsold"
 Delete vehicle

[Save \(incomplete\)](#)

Should you do this in error, the vehicle can be retrieved in the Vehicle Status Filter and then “unsold” by selecting this option from the vehicle profile “Select action” dropdown box.

Ticking “Enquiry Vehicle” and “Save” will remove the vehicle from My Stock and place it in the Vehicle Status Filter for Enquiry Vehicles. The 3 adverts in the screenshot above are contextualised to the vehicle you’re looking at. These advertisers will underwrite this vehicle.

Valuing vehicles via other search mechanisms

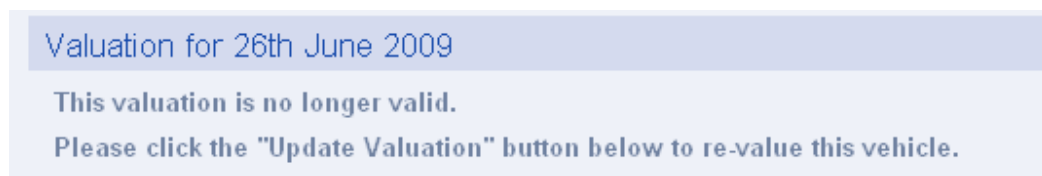
If you use another search (instead of VRM Search) to find a vehicle, this is what you will see in the Value tab. To see the valuation result, just click “Get Valuation”.



Changes to data in the vehicle profile

The valuation data is updated monthly. This, or a change in vehicle options or mileage, will result in the latest valuation result being cleared (although it is still available in “Previous Valuations”). The valuation is no longer valid and is replaced with the following:

Click “Update Valuation” to see the new valuation result.



Provenance Check tab:

If you have an account with Experian, your billing relationship remains the same. GlassNet will facilitate vehicle history checks with Experian and save the reports within the Provenance Check tab. All you need to do is enter your username and password for Experian in the space provided in the My Account – Preferences, Settings and templates tab.

Just select your indemnity details as per usual and click “Check”. You are returned a form that is identical to the one you would see if you were using the Experian website itself.

Enter your e-mail address towards the bottom of the screen to order your certificate in PDF format from Experian. Once you've received the certificate you can use the upload tool - Provenance Check Saved Documents. Documents received as a result of checks carried out with other companies can also be uploaded using this tool. **You can also click Print to save the report as a PDF to be uploaded here also.**

GLASSGUIDE
CO-UK

News & Editorial | **GlassNet** | My Account | Reports | Help & Support | Contact us

VRM Search
Reg No
Mileage
☐ Use average mileage
Find Find & value

Stock Search ☒
Glass Code Search ☒
Vehicle Data Search ☒
Filter ☒

Provenance Check saved documents
Upload
Use Classic Upload

LR06ZZE
38000
£ 10,000.00
12 months
Check

To do: 20 VALUATIONS, 17 PROV CHECK

Stock sent My Stock **LR06ZZE**

General Value Provenance Check History

2006, 06 Plate, Volkswagen, Jetta, 2.0TDI Sport Saloon 4d
Manual gearbox, 6 speed, Saloon, Diesel, Front wheel drive, 1968cc.
Glass Code: MJVJ, Introduced: November 2005

£ 17,362.00 Guide new price
38,000 Mileage
38,000 Avg. Mileage

AutoCheck Environment Print Report

USED VEHICLES AutoCheck Report

LR06ZZE	VOLKSWAGEN JETTA SPORT TDI	CLEAR
Colour: BLACK	VIN: WVWZZZ1KZ6M762383	NOT STOLEN
Body type: 4 DOOR SALOON	Engine number: BWD 482734	NO HIGH RISK
Engine capacity: 1,968 cc	Date first registered in UK: 04/05/2006	NO FINANCE
Transmission: MANUAL 6 GEARS	Year of manufacture: 2006	NO ABI CONDITION
Fuel type: DIESEL	Number of previous keepers: 0	NOT SCRAPPED
CO2 emissions: 154 g/km		ORIGINAL PLATE
		NO EXPORT DATA
		NO IMPORT DATA
		NO EXTRA DATA


History tab:

Another really useful feature of GlassNet Unlimited is the History tab. It displays the vehicle timeline which graphically outlines everything that has been done to the car from the date it was first entered into GlassNet right up to the future "sell by" date.

Below is the vehicle audit, where every task that has been performed on this vehicle is recorded including the date, user, action performed and change. This is particularly useful if several people have permissions to make changes to the vehicle valuation.

My Stock **V675KGX**

General Value Selling History

 **1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d** £ 21,295.00 83,000 83,000
 Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc.
 Glass Code: LHKG, Introduced: March 1999
 Guide new price Mileage Avg. Mileage

Timeline

Vehicle Audit

Date	User	Action	From	To
24/06/2009		Vehicle added to GlassNet		
24/06/2009		Mileage changed	0	83000
24/06/2009		Vehicle valued		2175
24/06/2009		Vehicle details updated		
01/07/2009		Vehicle details updated		
01/07/2009		Vehicle valued	2175.00	2175
01/07/2009		Vehicle details updated		
01/07/2009		Vehicle details updated		
01/07/2009		Vehicle valued	2175.00	2175
01/07/2009		Vehicle details updated		
01/07/2009		Vehicle valued	2175.00	1902
01/07/2009		Vehicle details updated		
14/07/2009		Vehicle valued		1877
14/07/2009		Vehicle details updated		

4. Reports

sNet My Account Reports Help & Support

To do **0** VALUATIONS

Stock Summary **0** **1** **0**
 VEHICLES MOST RECENT MESSAGES

Dealer Stock List Consumer Stock List Print Q Print Export to CSV

10 Page 1 of 1 Displaying 1 to 1 of 1 items

Vehicle ID	Vehicle Description	Valuation
<input checked="" type="checkbox"/> Type Stock No. Registration Make & Model Trim Variant Glass Code Engine Size Body Type Colour Fuel Type Mileage Trade	V675KGX Lexus IS 200 SE 2.0 SE Saloon 4d LHKG 1988 Saloon Petrol 83000	£ 2175.00

Click on the "Reports" link to analyse your existing stock on GlassNet. The "Dealer Stock List" contains all vehicles in My Stock. However, you can also use the Filter to get access to sold or enquiry vehicles.

The Filter also helps you sort your filtered stock list by up to 3 columns. Once you are happy with the vehicles you want to print out and their sort order, you can then select the columns you would like shown in the report. Tick the check box above the column label, if you would like the column included in your report.

The report will be generated in the background while you continue to work. When it is ready, it can be found in the Print Q as a PDF that you can either print or email. You can also choose to “Export to .CSV” which will export your data as a Comma Separated Values file that can be used in MS Excel.

5. Dealer Management System Imports

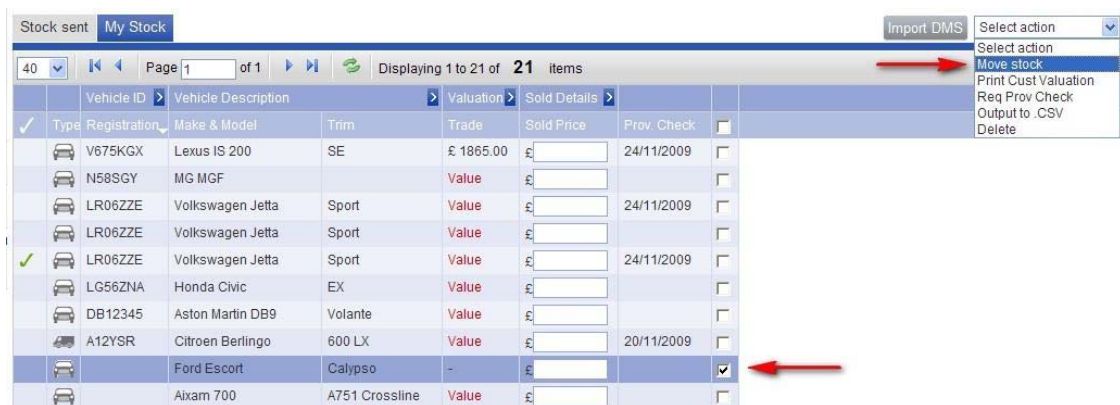
You can reduce double keying by importing your stock into GlassNet from your Dealer Management System. Please refer to the DMS Import Manual here:

http://www.glass-net.co.uk/pdfs/DMS_%20Help_Manual.pdf

6. Sending and Receiving vehicles between dealer sites

Another feature of GlassNet is if you are a member of a dealer group it is possible to send or receive vehicles between other dealers in your group.

In My Account, if you want to transfer a vehicle to another dealer in your group, click on the check box on the far right of the vehicle row and select “Move Stock” from the “Select Action” menu.



The screenshot shows the 'My Stock' section of the GlassNet interface. At the top, there are tabs for 'Stock sent' and 'My Stock', with 'My Stock' being the active tab. Below the tabs, there is a navigation bar with buttons for '40', 'Page 1 of 1', and 'Displaying 1 to 21 of 21 items'. A red arrow points to the 'Import DMS' button. The main table lists vehicles with columns for 'Type', 'Registration', 'Make & Model', 'Trim', 'Trade', 'Sold Price', 'Prov. Check', and a checkbox. A red arrow points to the checkbox for the 'Ford Escort' row. A dropdown menu is open for the 'Select action' button, showing options: 'Select action', 'Move stock', 'Print Cust Valuation', 'Req Prov Check', 'Output to .CSV', and 'Delete'.

Type	Registration	Make & Model	Trim	Trade	Sold Price	Prov. Check	
✓	V675KGX	Lexus IS 200	SE	£ 1865.00	£	24/11/2009	<input type="checkbox"/>
	N58SGY	MG MGF		Value	£		<input type="checkbox"/>
	LR06ZZE	Volkswagen Jetta	Sport	Value	£	24/11/2009	<input type="checkbox"/>
	LR06ZZE	Volkswagen Jetta	Sport	Value	£		<input type="checkbox"/>
✓	LR06ZZE	Volkswagen Jetta	Sport	Value	£	24/11/2009	<input type="checkbox"/>
	LG56ZNA	Honda Civic	EX	Value	£		<input type="checkbox"/>
	DB12345	Aston Martin DB9	Volante	Value	£		<input type="checkbox"/>
	A12YSR	Citroen Berlingo	600 LX	Value	£	20/11/2009	<input type="checkbox"/>
		Ford Escort	Calypso	-	£		<input checked="" type="checkbox"/>
		Aixam 700	A751 Crossline	Value	£		<input type="checkbox"/>

Click “Yes” and select the dealer you want to send the vehicle to here. Click “Move”.

Move vehicle

Select the dealer in your group you wish to move stock to

Glass's

Cancel Move

A new tab opens up on the Home page entitled “Stock Sent”. Click on it to reveal information about what vehicles you have sent.

Stock sent

Page 1 of 1 | Displaying 1 to 2 of 2 items

Type	Stock No.	Make & Model	Trim	Variant	Pic	Dealer	Status
		Ford Escort	Calypso	Escort 1.6	0	Glass's	Pending
		MG MGF		MGF 1.8i	0	Glass's	Rejected

The receiving dealer site will see a new tab on the Home page entitled “Stock Received” when next they login. Clicking on it will reveal vehicles that have been sent to your dealer site. You have the choice to “Accept” or “Reject” this vehicle.

Stock received

Page 1 of 1 | Displaying 1 to 1 of 1 items

Type	Stock No.	Make & Model	Trim	Variant	Pic	Dealer	
		Ford Escort	Calypso	Escort 1.6	0	Jacques	<input type="checkbox"/>

reject accept vehicles

If you “Accept” a vehicle, the vehicle profile with all its captured information will be transferred to your GlassNet account and removed from the sender’s stock.

7. Help & Support

This tab contains the GlassNet Unlimited User Manual, as well as a Glossary of Terms and FAQ’s.



8. My Account and Messages

The My Account tab consists of the **Dealer Profile**, **Products & Services** information, **Usage** and **Preferences, Settings & Templates**.

Dealer Profile

All users are listed towards the bottom of the screen. When an account is set up, one user will be listed as the “Administrator” and a number of empty user slots will also be available, depending on how many additional logins have been purchased for your account.

The screenshot shows the 'My Account' page. At the top, there's a navigation bar with 'My Account' selected. Below it, there's a 'To do' section with a '2 VALUATIONS' badge. To the right, there's a 'Stock Summary' section with '3 VEHICLES' and '4 MOST RECENT'. Below this, there's a 'Dealer Profile' section with tabs for 'Products & Services', 'Usage', and 'Preferences, Settings & Templates'. The 'Dealer Profile' section shows the user 'Jacques (1)' with contact details. Below this, there's a 'Manage Users' section with a table of users. A red arrow points to the 'Modify' button in the table's header.

Login name	First name	Last name	Administrator	Broadcasts	MPC	Valuations	Bulk valuation	Prov Check	View usages	Damage Adjuster
Jacques	Jacques		<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To access the edit user screen, click on the first available new user row, then click “Modify”. Simply fill in the details (including a password). The new user can change their password and details once they begin using GlassNet. Passwords require at least one capital letter, one character and one number. Click “Save”.

You can now simply set up this user's permissions by adding or removing ticks. You can also give the user administrator rights – just be aware that this means they will then have the ability to change the settings for all users and account preferences.

If you want to delete a user for any reason, highlight the user row and click “Delete”.

Dealer Profile Products & Services Usage Preferences, Settings & Templates

Jacques (1) t: f: e: jacques.du.preez@eurotaxglass.co.uk

Tooltips On Off

Jacques

Login name*: Jacques First name*: Jacques Last name*: Enter new password:

Telephone: Mobile: Email: jacques.du.preez@eurotaxglass Confirm new password:

Save

Usage

Click the “Usage” tab to keep track of your activity. It gives you a quick summary of the number of vehicle mark lookups and valuations you have done in a month. You can change the month's data you're reviewing by selecting it from the dropdown box. You have the ability to review the last 12 months.

Dealer Profile Products & Services Usage Preferences, Settings & Templates

Jacques (1) t: f: e: jacques.du.preez@eurotaxglass.co.uk

Usage July 2009

July 2009

VRM Lookup	Valuations	Provenance Check	MPC	Broadcasts
0 Total VRM Lookups	6 Total Valuations	0 Total Prov Checks	0 Total MPC's	Summary total of adverts sent in last broadcast
	4 Current Valuations		0 Vehicles MPC'ed	No broadcasts carried out
	2 Historical Valuations			Summary total of adverts selected in current (next) broadcast
	0 Mobile Valuations			No channels selected

Preferences, Settings & Templates

First off, you can set your “Sell by target date” to 60. On the right, the series of check boxes allow you to control what is displayed on the Dealer Dashboard. It is best to check all of these

This is also where you capture your Experian username and password to facilitate Provenance Checks via GlassNet.

When you’re finished, “Save” your preferences.

Dealer Profile | Products & Services | Usage | **Preferences, Settings & Templates**

Jacques (1) t:
f:
e: jacques.du.preez@eurotaxglass.co.uk

Preferences

Sell by target date 60 Days	
Provenance Check Experian Username: Password: HPI Username: Password: Preferred Provenance Check <input type="radio"/> HPI <input type="radio"/> Experian	Dashboard Items To do <input checked="" type="checkbox"/> Valuations Stock Summary <input checked="" type="checkbox"/> Vehicles <input checked="" type="checkbox"/> Most Recent <input checked="" type="checkbox"/> Messages

Save Preferences

Your hourly repair rate for the Damage Adjuster tool can be entered in the “Settings” section. Once complete, “Save” these settings.

Settings

Vehicle Categories

Vehicle category [Add](#) [Update](#)

Additional marketing info

No. of broadcasts purchased

Damage Adjuster hourly rate

£ 20.00

[Save Settings](#)

The message board contains informational help and support messages and marketing information from time to time.

Stock Summary

0	1	0
VEHICLES	MOST RECENT	MESSAGES

Click here to view your messages.

9. General

To toggle between GlassNet and GlassGuide, just click “News & Editorial” when you’re in GlassNet and “Return to GlassNet” when you’re in GlassGuide. The “Preferences” link is where you can change your personal details for the whole of GlassGuide.co.uk.

GLASSGUIDE

CO-UK

[News & Editorial](#)
[GlassNet](#)

Logged in as **Jacques** [Logout](#)

Welcome: Jacques

Logged in

[Return GlassNet](#)

[Preferences](#)

RECENT [TOP READ](#) [TOP COMMENTED](#)

23 June
Land Rover Financial Services, BCA Walsall
 Land Rover Financial Services were putting 35-odd cars through in amongst the Lex cars today. There were a good sixty buyers present, which meant that...

22 June
Auction Podcast live
 The latest Glass consumer podcast is about to go live on the site at www.glass.co.uk. This edition talks about private individuals

Welcome: Jacques

Logged in

[Return GlassNet](#)

[Preferences](#)

GLASSGUIDE.co.uk PREFERENCES

Change Details		
Choose a Username *	<input type="text" value="Jacques"/>	6-50 characters long a-z, 0-9 and .
Email	<input type="text" value="jacques.du.preez@eurota"/>	
Re-enter Email	<input type="text" value="jacques.du.preez@eurota"/>	
Form of Address (e.g. Mr Smith) *	<input type="text"/>	
<input type="button" value="Change Details"/>		

Change Password		
Old Password *	<input type="text"/>	
Choose a Password *	<input type="text"/>	8-20 characters long, must contain lowercase, ucase, number, a symbol
Re-enter Password *	<input type="text"/>	
<input type="button" value="Change Password"/>		

GlassGuide

News & Editorial

Glass's on the Market

Cars

Older Cars

Commercial Vehicles

Motorcycles

Caravans

Meet our Experts

Richard Crosthwaite

Chris Smith

Jeff Paterson

Johnathan Brown

Jason King

John Glynn

If you would like to know more about the GlassNet range, please visit www.glassguide.co.uk/glassnet or call our telesales team on 01932 823 824.

10. Radar

GlassNet Radar compares the vehicle valued in GlassNet against that of similar vehicles that are available for sale, looking at asking price. Furthermore, GlassNet Radar provides a Glass's Spot price for the vehicle valued that compares your competitors asking price against the Glass's Spot price, showing you how much over or under priced each vehicle is.

Follow section 2 (page 4) in the manual demonstrating how to obtain a valuation. The Radar Icon can be found underneath the monthly valuations for your selected and valued vehicle.

1) GlassNet Radar can be accessed from one of two areas. The value tab underneath the Retail valuation figure (1a).

My Stock

LB08BOF

Create Broadcast

Broadcast History

Customer View

Import DMS

Select action


General

Value

Provenance Check

Selling

History



2008, 08 Plate, Ford, Focus, 1.8 125 Zetec Hatchback 5d
Manual gearbox, 5 speed, Hatchback, Petrol, Front wheel drive, 1798cc.
Glass Code: 6T96, Introduced: December 2007

£16,046.00
Guide new price

41,000
Mileage

43,000
Avg. Mileage

Manufacturer Options

Adjustments

Damage Adjuster

Paint: Metallic/Pearlescent

Area: Select

Part: Select

Type: Select

Labour Rate £60.00 + VAT per hour

Action: Select

Instances: Select

+


Valuation comments

Add any value specific notes

Any comments entered here will be saved with the specific valuation and will not be carried forward to any future valuations.

Valuation for 3rd January 2012 (using January data)

	Trade	Retail
Basic Value	£4,950.00	£6,600.00
Mileage Adjustment	£17.00	£17.00
Extra Options	£0.00	£0.00
Dealer Adjustments	£0.00	£0.00
Adjustments Subtotal	£17.00	£17.00
Adjusted Value Total	£4,967.00	£6,617.00
Basic value for January 2012	£4,950.00	
Basic value for December 2011	£4,775.00	
Difference	£175.00	



"Compare asking prices for similar vehicles locally"

Previous Valuations

Update Valuation

Dec 2011

Get Historical Valuation

Glass's Spot Price explained

The asking price of each vehicle is compared to a Glass's Spot Price. Please note that although vehicles can be very similar to each other, they are never fully identical. [Read More...](#)

Vehicles on Sale


Sold Vehicles

Help














Vehicles on Sale

Average days to sell **36**

☒ Very High Similarity
☒ High Similarity
☒ Medium Similarity



Distance

View Vehicle	FORD FOCUS	Reg.date	Mileage	Asking price	Glass's Spot Price	Difference	Company	Distance	Days advertised		
	FORD FOCUS 1.8 Zetec 5dr	21/07/2008	22000	5995 £	6900 £ <u>905 £</u>		Grays of Chatham	42	28		
	Focus 1.8 125 2008.25MY Zetec	22/07/2008	41000	5745 £	6380 £ <u>635 £</u>			0	0		
	FORD FOCUS 1.8 Zetec 5dr	18/10/2008	31212	6250 £	6790 £ <u>540 £</u>		Windlesham Ford	8	45		
	FORD FOCUS 1.8 Zetec 5dr	27/10/2008	40000	6000 £	6540 £ <u>540 £</u>		A 1 Carri	22/11/2011	Original advert	6775	22
	FORD FOCUS 1.8 Zetec 5dr	01/06/2008	39990	6000 £	6480 £ <u>480 £</u>		Masters	15/12/2011	Price change	6250	63
	FORD FOCUS 1.8 Zetec 5dr	05/12/2008	39000	6250 £	6700 £ <u>450 £</u>		AJ Cars	25	15		
	FORD FOCUS 1.8 Zetec 5dr	23/10/2008	28000	6483 £	6880 £ <u>397 £</u>		A 1 Carriages	28	36		
	FORD FOCUS 1.8 Zetec 5dr	12/07/2008	18982	6689 £	7020 £ <u>331 £</u>		Wilsons	8	55		
	FORD FOCUS 1.8 Zetec 5dr	01/06/2008	31568	6479 £	6590 £ <u>111 £</u>		Autobytel [motoring.co.uk]	13	16		
	FORD FOCUS 1.8 Zetec 5dr	07/08/2008	43000	6495 £	6380 £ <u>115 £</u>		Tower Hill Garage [motoring.co.uk]	14	27		
	FORD FOCUS 1.8 Zetec 5dr	01/11/2008	31132	6979 £	6850 £ <u>129 £</u>		Autobytel [motoring.co.uk]	13	73		
	FORD FOCUS 1.8 Zetec 5dr	01/11/2008	33371	6999 £	6800 £ <u>199 £</u>		Autobytel [motoring.co.uk]	14	3		
	FORD FOCUS 1.8 Zetec 5dr	08/12/2008	46580	6790 £	6490 £ <u>300 £</u>		CarZone Ltd	15	17		

- Distance – widen this range potentially if number of matching vehicles is low.
- Average days to sell - How many days similar vehicles (based on as close to match on same make, model, model generation, body type and fuel) are advertised for before being removed, assumed sold.
- Similarity (Red/Amber/Green) – Indicates how similar other vehicles for sale are. Remove Red or Amber matching vehicles from your returned results if required.
- Camera Icon – Displays a full colour advert of the vehicle for sale.
- Vehicle description – details engine size and trim. Registration date and Mileage are also viewable.
- Asking Price – the advertised vehicle value (sticker price)
- Glass's Spot Price – A statistically calculated price based upon current live market observations of similar matching vehicles that are both for sale or that have previously advertised for sale. Glass's Spot Price is regionally driven, mileage and age adjusted and is the most relevant price for a dealer at that point in time. Although GlassNet Radar returns the 20 most similar vehicles to your own vehicle, Spot Price is not calculated solely from just the vehicles on screen. The Spot price can differ from one day another.
- Difference - The £ amount difference between Glass's Spot Price vs Asking Price.
- Company – Company name. From this you can deduce between vehicle supermarket, large franchise, independent
- Distance – Distance in miles from users' location.

- Days Advertised – Number of days the vehicle has been advertised for. Typically overpriced vehicles (against Glass's Spot Price) will have a high number of days advertised. The breakdown of pricing amendments further show if a vehicle was originally overpriced and is now of a competitive value, or has been left static for a number of weeks.
- Price change history – details all pricing movements of the vehicle by date
- Sold Vehicles (Tab) – Displays all similar assumed sold vehicles from the last 60 days. View is of a similar format for the "Sold vehicles" tab, however adverts are not available to view. A user can clearly see what was the last known advertised price before a vehicle was sold (as close to transaction price as possible)

4) GlassNet Radar requires a retail asking price value. The last value entered into the GlassNet Radar overlay will automatically populate the Asking Price retail column in My Stock. Any value entered in My Stock will populate the GlassNet Radar overlay screen

The screenshot displays the GlassNet Radar interface. At the top, there are two buttons: '0 VALUATIONS' and '4 PROV CHECK'. Below this is a 'Stock Summary' section. The main area is a table titled 'My Stock' with a search bar 'LB08BOF' and a 'Select action' dropdown. The table shows 5 items, displaying 1 to 5 of 5 items. The table columns are: Type, Stock No, Vehicle ID, Vehicle Description, Trim, Trade, Retail, Radar Vehicle, Sold Price, and Prov. Check. The table data is as follows:

Type	Stock No	Vehicle ID	Vehicle Description	Trim	Trade	Retail	Radar Vehicle	Sold Price	Prov. Check
✓			Audi A4 Avant	Sport	€ 2150.00	€ 3945.00			
			Nissan 350Z	GT Pack	€ 14967.00	€ 17000.00			
			Nissan 350Z	GT Pack	€ 9530.00	€ 11200.00			
			Fiat Punto	Active Sport	€ 600.00	€ 895.00			
			Ford Focus	Zetec	€ 4967.00	€ 5745.00			

An overlay window titled 'GlassNet Radar' is open, showing details for a vehicle: '2008, 08 Plate, Ford, Focus, 1.8 125 Zetec Hatchback 5d'. It includes a text input field for the asking price, which currently shows '5,745.00'. Below the input field is a checkbox labeled 'Use Glass's Retail'. To the right of the input field is a button with a signal icon and the text 'Compare asking prices for similar vehicles locally'. A 'Cancel' button is at the bottom right of the overlay.

Disclaimer – Glass's, or any part of the Eurotaxglass's Group, do not accept any liability caused by the use or interpretation of information within GlassNet, GlassNet Radar or any associate products.